



Policy No. 419

Support Person's Code of Conduct Policy

Adopted January 2005

The Developmental Disabilities Council must ensure all Council members have the supports needed to fully and meaningfully participate in all Council meetings and Council activities.

Supports are based on the needs of, and directed by, each Council member. The supports that may be provided include, but are not limited to, assistance with:

- Transferring.
- Dressing and other personal hygiene tasks.
- Arranging transportation and driving when necessary.
- Meals.
- Understanding written materials and oral communications, before, during, and after meetings.
- Orientation to meeting spaces, restaurant and overnight rooms.

The Council member receiving the supports evaluates the support person's performance on an ongoing basis. Within the guidelines of the Council's Reasonable Accommodations Policy, the member directs any changes in supports.

The Developmental Disabilities Council requires support persons to respect all Council members':

- Self-Determination
- Independence
- Inclusion and integration in all Council meetings and Council sponsored activities.

The Support Person's Code of Conduct Policy applies to all persons providing support to Council members and must be complied with at all times. Support persons must immediately withdraw from any activities or encounters that are violations of this policy. Violations of the policy will result in termination of the contractual agreement for the support person's services.

Support persons must adhere to the following performance expectations in providing support to members of the Developmental Disabilities Council:

- **Accuracy**—The support person must assist the member to understand written and oral information accurately. If the support person does not understand the information, the support person must inform the member and find knowledgeable sources to assist in interpreting.
- **Cultural Appropriateness**—The support person must be sensitive to and respectful of the cultural background, abilities, and disabilities of the individuals they serve and all members of the Council.
- **Confidentiality**— Support persons must keep the details of supports provided to Council members confidential. Support persons shall not divulge any information obtained through their assignments, including information gained through access to documents or other written materials.
- **Conflict of Interest**—Support persons must disclose any real or perceived conflict of interest that would affect their objectivity in the delivery of service.
- **Non-Discrimination**—Support persons must provide supports without any discrimination on the basis of gender, disability, race, color, national origin, age, social-economic or educational status, religious, political, or sexual orientation.
- **Professional Demeanor** –Support persons must be punctual, prepared, and dressed in a manner that is appropriate and not distracting from the situation. Support persons must refrain from using perfumes or other aromatic personal hygiene products, alcohol or illegal drugs while providing supports to Council members.
- **Professional Development** – Support persons must develop their skills and knowledge through professional training, continuing education, and interaction with colleagues and specialists in related fields.
- **Proficiency** —Support persons must meet the minimum employment standards as determined by the Developmental Disabilities Council and the member receiving support.
- **Reporting Abuse and Neglect** - Support persons must, as required by law, report any suspected abuse, neglect or financial exploitation of a person with developmental disabilities to Adult Protective Services.
- **Reporting Obstacles to Practice** –Support persons must assess at all times their ability to do their assigned tasks. If a support person has any reservations about his/her competency, they must immediately notify the member and the Council Member Support Coordinator and offer to withdraw.
- **Qualifications**– Support persons must accurately and completely represent their certifications, training, and experience. Support persons must pass a State Patrol Background check before providing supports to a Council member.

Support Persons must not do any of the following:

Support persons must not accept additional money, considerations, gifts, or favors for services from the member or other outside entities above the amount of compensation provided by the Council for providing supports to Council members. Support persons must not use the Council facilities, equipment or supplies for private or other's gain or advantage, and/or use or attempt to use their position to secure privileges or exemptions.

Support persons must not express personal opinions or give advice about Council members or staff or about issues being discussed or considered by the Council before, during, and after Council meetings, executive sessions, and Council sponsored activities.

Support persons must not perform any task that is a potential risk to the health or safety of themselves or the members being supported and may withdraw from the task without fear of threat or retaliation. The support person must notify the Council member and the Council Member Support Coordinator before withdrawing.

Ed Holen, Executive Director
1-800-634-4473 or (360) 586-3560
edh@cted.wa.gov